

Littleton Hockey Association



2019 – 2020

Team Manager's Manual



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I. INTRODUCTIONS

Dear Team Managers,

Thank you to each Team Manager for taking on the lead role for the off-ice responsibilities. Managing a youth sport is incredibly rewarding, educational, and requires some dedication and work on your part. The Team Manager is fundamental to a team in serving as a liaison and creating the flow of communication within the team (coaches, players, and parents) and outside the team (tournament directors, outside team managers, etc.). The manager is responsible for ensuring that all off-ice responsibilities are completed. This is a very big job and does not mean that the manager must do it all. A manager needs to delegate duties to other volunteers from the team. This allows the coach to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences. This manual will provide all information to help team managers in the smooth operation of a successful season, including key topics and appendices to help the team manager in planning and organization. Please contact me with any questions regarding the Team Manager Manual.

Beth Lindemann - Registrar
registrar@littletonhockey.org

Team Managers,

Thank you for volunteering for such a tough, but very important job. You may find this job to feel as though it is thankless at times, but there is nothing further from the truth. You are the most critical part of the team management setup. You will be involved in scheduling (practices/games), budgets, tournaments, parent's expectations/behavior, travel, meetings, sending necessary information to families in a timely manner, warm-ups, practice jerseys/socks, the middle person between the coaching staff and parents, and many other things. This may seem overwhelming, but it is worth it. It is the request of LHA that the wife of any coach will not be allowed to volunteer for the role of the team manager of said team.

A few things I would like you to think about:

- 1) Buffer between Parents and Coaches
- 2) Always support your coaches in public; if you disagree with them please speak privately
- 3) Please do your best so the coaching staff only needs to focus on developing our players
- 4) Chain of command
- 5) USA Hockey Rosters/Travel Permits
- 6) Be Nice and Fair, we are all on the same team
- 7) Get to know CAHA's and LHA's websites:
 - a. <http://www.caha.co>
 - b. <http://www.littletonhockey.org>
- 8) If any coach or parent is removed from a game, please contact me after the game

I know Beth will cover everything, but if you need any help, my door will always be open to you.

Brian TenEyck - Hockey Director
brian@littletonhockey.org



II. RINK INFORMATION

Littleton Hockey Association

P.O. Box 2864

Littleton, CO 80161

Website: <http://www.littletonhockey.org>

South Suburban Ice Arena

6580 South Vine Street

Littleton, CO 80121

Phone: 303-798-7881

Website: <http://www.ssprd.org/south-suburban-ice-arena>

The Ice Ranch – Littleton

841 Southpark Drive

Littleton, CO 80120

Phone: 303-285-2110

Website: <http://www.theiceranch.com>



III. BOARD OF DIRECTORS/VOLUNTEERS – 2019-2020

POSITION	NAME	PHONE	EMAIL
PRESIDENT	George Stieduhar	303-985-8587	president@littletonhockey.org
VICE PRESIDENT	Brian Smith	303-901-6554	vp@littletonhockey.org
SECRETARY	Chris Strawn	720-810-.0561	secretary@littletonhockey.org
TREASURER	Karin Schamberger	303-819-0254	treasurer@littletonhockey.org
DIRECTOR - COACHING	Brett Clark	303-908-9414	coaching@littletonhockey.org
DIRECTOR - PROGRAMS	Dave Gwinn	720-515-5355	operations@littletonhockey.org
DIRECTOR - MEMBERSHIP COMMUNITY AFFAIRS/WEB	Phil Heinrich	720-530-4034	membership@littletonhockey.org
REGISTRAR	Beth Lindemann	720-289-2717	registrar@littletonhockey.org
SCHEDULER	Brian TenEyck	303-717-4329	brian@littletonhockey.org
VOLUNTEER COORDINATOR	Kristi Stieduhar	303-905-3947	volunteercoordinator@littletonhockey.org
TEAM ACCOUNTING	Andrea Ramelow	720-308-6095	alraccounting@live.com
FUNDRAISING	Jolene Laughlin Alisa Messina	720-484-0439 303-589-3390	fundraising@littletonhockey.org
GAMING MANAGER	Amy Marszalek	720-939-9869	amymarszalek@gmail.com
TOURNAMENTS	Brian TenEyck	303-717-4329	brian@littletonhockey.org
U8 LIAISON	Shannon Baker	303-906-6721	U8@littletonhockey.org
CRHL Director	Shawn Rafferty	720-233-7649	lharec@littletonhockey.org
ELECTRONIC SCORING ADMINISTRATOR	Beth Lindemann	720-289-2717	registrar@littletonhockey.org
SAFESPORT COORDINATOR	Susan Hendrick	303-886-9876	safesport@littletonhockey.org
USA HOCKEY RISK MANAGER	Ralph Bammert	303-961-5983	rtb7568@aol.com
REFEREE COORDINATOR	Dave Lowry	303-754-0564	dlowry@ssprd.org

IV. MANAGERS REQUIREMENTS

The following will detail everything that must be completed to be eligible as a Manager for the coming season. Once you have completed the following requirements, please email the confirmation pages to LHA Registrar at registrar@littletonhockey.org.

USA Hockey Registration (Ice Manager/Volunteer): [USA Hockey Registration](#)

CAHA Background Check: [CAHA Background Check](#)

USA Hockey SafeSport Certification: [USA Hockey SafeSport Certification](#)

- USA Hockey Registration:** You must register with USA Hockey every season as a manager. There is no fee to register as an Ice Manager/Volunteer. You will receive an electronic copy of your registration from USA Hockey.
- CAHA Background Check:** You will need to select Littleton Youth Hockey and the Team Manager of the appropriate team division and level. You will need to print a copy of the confirmation page from CAHA to send to the LHA Registrar.
- USA Hockey SafeSport Certification:** This is a 90-minute video with tests. Once you have completed the SafeSport certification, you will receive a certificate. Please email this to the LHA Registrar.



4. Spouses of the coaching staff are not allowed to be managers and/or treasurers. Manager and treasurer duties cannot be performed by the same individual

V. TEAM COMMUNICATION/VOLUNTEERS

The only things that can really sour the hockey season are the ill will and hurt feelings generated by poor communication. A major component of the manager's job is to ensure that each family gets all the information they need in a timely manner and to urge direct communication with the appropriate official should misunderstandings occur.

The Team Manager's responsibility is to pass on information about schedules, competition, monies needed, fundraising, social events, help needed and a myriad of other topics as soon as the information is known. The coach may also distribute information or ask you to do so. This information should be written, and a record kept (no matter how informal). Please keep a file copy of everything distributed to your team. Occasionally communication will need to be by phone call. However, this should be infrequent and followed up by written communication.

To avoid overwhelming your parents with information, you may want to send a weekly email to go over the activities for the week such as:

- Information on upcoming events (i.e. practices, league games, dry land, tournaments, etc.)
- Driving directions to away games
- Reminders for upcoming events such as team photos, team parties, etc.

1. TEAM MEETINGS

Team meetings are essential in the development of communication among the team and will encourage participation from the parents on the team. An initial team meeting should be scheduled shortly after the team has been formed. Ideally, the team manager should be in place before the initial team meeting. It's a nice opportunity for people that are new to the team to get to know each other, to ask questions about the upcoming season and for the Head Coach and Manager to set expectations for the year. The team meeting can be as quick as a gathering before or after a regular practice, or it can be an extra event that takes place at a separate venue. It is your responsibility to coordinate the meeting and to communicate the date and time to the parents. Be sure to relay the importance of meeting attendance to the parents.

The LHA SafeSport Coordinator and Hockey Director will need to coordinate a meeting with the team to review our LHA SafeSport Code of Conduct at the beginning of the season with the parents and players. It would be best to coordinate this with your team meeting to go over this with your parents. The SafeSport Coordinator and HOC Director will try their best to come to your team meeting, but if that can't be arranged, you will need to find a time very soon after to complete this meeting.

2. LITTLETON HOCKEY ASSOCIATION TEAM WEB PAGE

The Team Manager will have access to their team's web page to add any information regarding their team such as rosters, tournament info, etc. Please email the DIRECTOR OF MEMBERSHIP COMMUNITY AFFAIRS/WEB for your login and password (Membership@littletonhockey.org).

3. VOLUNTEER/DELEGATION

It is almost impossible for a Team Manager to do everything without help. It is suggested that you get as many people on the team as possible to help in the following duties:

- Treasurer – All teams must have a Treasurer separate from the Manager
- Tournament/Traveler Coordinator – Tournaments and travel arrangements (optional)
- Fundraising/Social Coordinator (optional)

4. MINOR OFFICIALS VOLUNTEERS

Many parents will be prepared to volunteer in some capacity. Training for some positions may also be required. The Team Manager is responsible for setting up training sessions at the beginning of the season for positions such as Clock and Electronic Scoring. You will need to contact the Electronic Scoring Administrator to set this up. It is very important that one adult from each family train for Electronic Scoring and Clock as each family will be required to volunteer during a tournament and during league games to run Clock or Electronic Scoring. It is helpful to create a volunteer responsibility list to register for duties for the season for the league games. There are sign up programs out there that



are helpful for this such as SignUpGenius (<http://www.signupgenius.com>). You can have each parent sign up and you will be able to oversee what spots are left to fill and who has not volunteered.

The following minor officials need to be arranged for each home game:

- Electronic Scoring
- Clock – See Documents on LHA website for Game Clock Instructions
- Penalty box for your team (All teams should have their own penalty box volunteer)

VI. TEAM UNIFORM/EQUIPMENT

1. LHA UNIFORM REQUIREMENTS

By the first league game, all LHA players should wear a black helmet, black 'breezers', and gloves (may be any combination of red/white/black). You will need to pick up your practice jerseys from Brian TenEyck. Please email Brian at brian@littletonhockey.org to schedule a time.

2. LHA WARM UP SUITS

The team may also wish to purchase warm up suits with the LHA logo and player's last name embroidered on the front. These are available through Kevin Whalen. Kevin will provide different links throughout the season to order suits online. Please let your parents know that each family is responsible for ordering their player's suit online. Parents can select to have the product shipped directly to them (for a fee) or can pick-up at the LHA office.

3. TEAM MANAGER'S JERSEY RESPONSIBILITY

- All Travel Team jerseys, Rec jerseys and U8 Jerseys are the property of the member and the cost is included in the registration fees. For Travel and Rec Teams, a home and away game jersey, game socks, helmet decals and stick labels will be provided. For U8, one jersey colored by team, socks, helmet decals and stick labels will be provided. All managers will need to contact Beth or Brian to pick up the game jerseys as soon as the team is formed.
- Jerseys should be carried on hangers to and from the rink. They can easily be cut by skate blades or other items of equipment or snagged by Velcro when thrown in an equipment bag.
- If a jersey is damaged or lost, the player will be responsible for the replacement cost.
- Each team will have a full team set of jerseys. Number assignment is discussed below:
 - 2nd year has priority over 1st year
 - Length of membership at LHA
 - Date of birth
 - Coin Flip
- Once the numbers have been assigned, please forward a copy of your team roster to the Registrar, including the jersey number assigned to each player.
- If you need replacement jerseys, you will have to contact Brian TenEyck
- Jerseys are to be worn for games only!

4. NAME TAGS

NO name tags will be allowed on LHA's Home and Away Jerseys for the 2017-2018 season at any level. If a player receives a "C" or an "A" for their jerseys, it is the responsibility of the parent to adhere the captain's letter to the jersey.

5. U8 TEAMS – GOALIE EQUIPMENT

If your team needs goalie equipment, or has LHA Equipment which needs to be returned, please contact our U8 Liaison, Shannon Baker.



6. WATER BOTTLES/PUCKS

WATER BOTTLES

Each team in the travel program will receive 12 bottles and 2 water bottle racks. The racks are to be returned to LHA at the end of the season. Teams in the Rec and U8 Programs will each receive 6 water bottles and 1 rack. Again, the rack is to be returned to LHA at the end of the season. It is very important that the team manager (or whomever the manager designates) remember to account for all water bottles and wash the water bottles.

PUCKS

Each Travel and Rec Team will be given a puck bag with 30 pucks in it for games and practices. The puck bag must be returned to LHA at the end of the season. Each U8 coach will receive a bag with 40 blue pucks. The bag must be returned at the end of the season. We hope that pucks will be returned as well.

7. LHA PINS

LHA pins are very popular for trading in other states – and are especially popular in Fargo where they are required at some tournaments. These pins are available from George Stieduhar, the Director of Membership Community Affairs/Web.

VII. LOCKER ROOMS

The South Suburban Ice Arena and Ice Ranch management requires players to dress and undress in the locker rooms. There is a locker room schedule on the monitor in the entranceway. Please ask the rink personnel which locker room is assigned to your team if you are unsure. Players should not dress or undress in the lobby for a practice or game.

The following policies should be adhered to for both practices and games.

- Parents are not allowed in the locker room with one exception, the U8 level if a coach is present.
- If a team wishes to share ice with another team the scheduler must be notified so that a locker room may be assigned. The rink will not provide a locker room to any team unless they have been asked to do so by the scheduler.
- Locker rooms should be left clean at the end of each practice or game. If the locker room is dirty when your team arrives, notify the rink staff so that the offending team before yours may be notified.
- A coach must always be present in or outside the locker room .
- If the locker room is damaged when you arrive, notify rink personnel immediately.
- Appropriate behavior is expected of all LHA players, siblings and guests in the lobby and other common areas.
- Keys to the locker rooms are available. A set of car keys is all that is needed to check out a locker room key. It is highly recommended that locker rooms be locked while your team is on the ice. Neither the rink nor LHA is responsible for lost or stolen items.

Finally, South Suburban Ice Arena and The Ice Ranch would like to ask that all hockey players take pride in their home arena. Please help them in taking the best possible care of the locker rooms and arena.

VIII. RECORD KEEPING/DISTRUBUTION

The Team Manager is the keeper of the Team's personal information. Each Tier II Team Manager will be provided with a binder to hold certified rosters, completed and signed forms (if necessary), extra Electronic Scoring forms (in case Sport NGIN is down), etc.

Please note: All consents and waivers were signed by parents/guardians and players upon registration. If needed, exhibits will be in PDF Form for you to send to your parents (if necessary) on the LHA Website at www.littletonhockey.org under the "Manager's Corner" tab then "Forms".

1. USA HOCKEY OFFICIAL ROSTER

- This form is handled by the LHA Registrar.
- You **MUST** have a certified USA HOCKEY/CAHA official roster before playing any games (this includes "SCRIMMAGES"). Please contact the LHA Registrar to get your certified official roster. This should be with you at all games, tournaments, etc. For Tier II rosters, an approved roster will be signed by both the CAHA Registrar and the USAH Registrar. For all other rosters, an approved roster is signed by the CAHA Registrar.



- TEAM CONTACT LIST
 - At the beginning of the season, the Team Manager should send out a spreadsheet to each family asking them for information they want included on a team contact list. Let your team know that the information they provide should only be the information they want included on this contact list that will be distributed to the team. The team contact list is a great tool to encourage open communication with the team.
2. ROSTER CHANGES AND NON-REGISTERED PLAYERS/COACHES ON ICE
- **ANY CHANGES OR ADDITIONS TO ROSTERS MUST BE SUBMITTED AND APPROVED BY THE LHA REGISTRAR.** Contact the LHA Registrar if coaches are planning to add or delete a player (Remember, all changes must be submitted to USA Hockey by December 15th). If approved, the registrar will get the appropriate paperwork to the team manager and will coordinate and contact the USA Hockey Registrar. **Please note:** Any player that is removed and then added back to a roster, the game count for that player starts over.
 - Team managers should **NOT** be contacting the USA Hockey Registrar. The LHA Registrar needs to keep his or her files in order and is responsible for player registration and insurance.
 - Only **USA Hockey Certified Coaches** can be on the ice or bench for games, all coaches must be certified to the appropriate level. It is important that you check the certification expiration date for each of your coaches. If their certification expires this year, please let them know.
 - If you have a player on the ice that is not on the signed CAHA roster or a coach on the ice or bench that is not on the signed CAHA roster, your team will be fined **\$1,000.00** from CAHA.
 - **NO PLAYER SHOULD BE ON THE ICE PRACTICING WITH A TEAM IF THEY ARE NOT A REGISTERED OR A ROSTERED PLAYER WITH LHA.**
 - **PLEASE NOTE:** No coaches, assistants, parents or other adults or children may be on the ice unless they are registered with USA Hockey - and therefore are insured. LHA Coaches are aware of this policy. Please contact the LHA Registrar if you need to get an assistant registered.

IX. SAFESPORT PROGRAM - LHA POLICIES & PROCEDURES

Littleton Hockey Association is committed to improving the development, safety and welfare of its players and all members involved in hockey and our organization. Therefore, it supports the USA Hockey SafeSport Program and CAHA SafeSport Program and requires all players, coaches and members to fully participate. All Team Managers are required to watch the SafeSport videos located at www.USAHOCKEY.com, under "Education & Training". If you have any questions regarding the LHA Policies and Procedures SafeSport Program, please contact Kazi Houston, LHA SafeSport Coordinator.

X. COACHING CERTIFICATION LEVELS

All LHA Coaches must be registered on an annual basis with both USA Hockey and CAHA. This must be done before the start of the season. A coach's Coaching Education Program (CEP) Class must be completed by December 1st of the current year. Coaches may only take one level per year and must enter the program at Level 1.

EXCEPTION: Coaches of any U8 team may remain at Level 1 or the current level they maintain.

XI. SCHEDULING

The game and practice schedule for each month will be posted as far in advance of the first day of the month as possible. Schedules will be posted on the LHA website. Everyone should check the team schedule on the website frequently.

It is inevitable that in the course of a month, changes will be made to the schedule. These changes affect the teams, the scheduler, the treasurer, the rink manager and rink personnel. To ensure that the process flows smoothly, the following policies and procedures apply. The Manager and Coach should check the schedule weekly. The team manager and/or coach must give notice by email.

1. CHANGES INITIATED BY SCHEDULER

- Examples of when this occurs are:
 - The rink makes a request
 - Games are canceled
- Procedure is:
 - E-mail is automatically generated indicating a schedule change has been made



- It is the responsibility of the team manager or the coach to give parents ample notice of the change
- Scheduler will make changes to the master schedule

2. CHANGES INITIATED BY TEAMS

- Examples of when this occurs are:
 - Teams wish to swap ice times
 - Teams wish to share ice-time with another team
 - Teams attend unscheduled game or tournament
- Procedure is:
 - Coach should notify players which team they swapped with so they can go to the locker room assigned to the original team
 - If the swap is for more ice or less ice, team manager or coach notifies the scheduler via e-mail, who will in turn make changes to the master schedule
 - It is the responsibility of the team manager or coach to notify parents
 - It is the responsibility of the SCHEDULER to notify the rink
 - It is the responsibility of the scheduler to notify the treasurer
 - If the change involves cancellation and replacement of ice-time, it is the responsibility of the scheduler to find the ice
 - If the change involves swapping with other teams, the team managers and coaches are encouraged to work on their own
 - If team wishes to share ice with another team, the team adding the practice must notify the scheduler. It is the scheduler's responsibility to notify the rink so a locker room can be assigned
 - The rink will not provide a locker room to a team unless they have been notified by the scheduler

PLEASE NOTE: Littleton Hockey Association pays for all ice at The Ice Ranch before the month and South Suburban bills LHA at the end of every month for ice used during that month. The scheduler and treasurer are responsible for reconciling this billing and coming up with correct ice chargeable to teams. The main source for this is the schedule posted on the board. If you make changes to this schedule and do not notify the scheduler, your team will be billed for the ice shown on the schedule.

Teams wishing to cancel assigned practices must contact the LHA scheduler as soon as you know. The scheduler will try to give this ice to another team. If the scheduler can't find another team to take this ice, you will be responsible for payment of this ice. Reasons for change must be legitimate such as a tournament or game conflict with a practice. Wanting to cancel practice because it is too early, i.e. 5:30 a.m., is **NOT ACCEPTABLE**. Teams who do not contact the scheduler will not have that practice rescheduled, will be charged for the ice AND will lose a future hour of ice. With our ice allocation at a premium, cancellation is unacceptable.

3. TOURNAMENTS

The copy of the scheduled Colorado tournaments is usually available by early October. Teams should plan which tournaments they will attend as soon possible. Since Tournaments often fill up quickly, applications should be made as soon as possible to ensure acceptance.

Here is a link of local tournaments (CAHA – website): <http://www.caha.co/page/show/977119-tournaments>

4. TOURNAMENTS IMPACT PRACTICE AND GAME SCHEDULE

There are no rigid guidelines here. Every coach or team manager should try to notify the scheduler as soon as possible as to which tournaments the team will attend. The scheduler will notify you in September with a calendar for your coach to black out tournament dates so they scheduler can schedule around these dates.

5. CONTRACT ICE

If a team wishes to buy more ice in addition to what is allocated, the scheduler will make every effort to accommodate them. Keep in mind that LHA has very little contract ice available as we try to schedule all the hours South Suburban gives us. All teams wishing to buy contract ice-time will have equal opportunity.

6. CURFEW GAMES

Be sure to check the amount of time scheduled for your games. Games take precedence over practices.



Tier II games cannot be curfew unless the rink has an emergency.

Many times, you will have 1 hour 15 minutes scheduled for games. Please complete your games in no more than 1 hour 20 minutes on those days.

It is the scorekeeper's responsibility to let the referee know how much ice time the game can use and have the coaches initial the score sheet to show they have been warned beforehand about the curfew game. Coaches tend to move the game along when they know there is a curfew in place. If we all work together, there should be very few times when games need to go to a running clock.

REMEMBER: YOUR TIME BEGINS THE MINUTE THE ZAMBONI DOORS CLOSE, SO HAVE BOTH TEAMS READY TO PLAY

The rink managers, South Suburban's Bill Dobbs and Dirk Doty and The Ice Ranch's Terry Ott, can always overrule our times and shorten our games.

7. CHECKING YOUR TEAM'S ICE ALLOCATION

At the beginning of the season you will know the approximate amount of ice your team will be allotted during the season. It is advisable for your team treasurer to check your team's ice allocation monthly for the following reasons:

- a. To be sure that the ice your team is charged is the ice your team has used
- b. To be sure that your team's ice allocation is spread evenly throughout the year
- c. To be sure that you know ahead of time if your team will be scheduled for more ice than the registration fees cover, resulting in ice bills during the season

Keep track of the hours that your team practices. When the assistant treasurer bills your team for ice, check the total hours for which you are billed and make sure it agrees with your records. If it does not reconcile, contact the assistant treasurer and determine why there is a difference.

8. GAME/SCRIMMAGE ELECTRONIC SCORING

It is the responsibility of the manager to ensure the team has scoresheets for all scrimmages and league games. It is also the responsibility of the manager to ensure someone is present to score each home league game/scrimmage. These games must be uploaded to Sport NGIN within 24 hours of the end of game. Teams will use their own electronic device to score game live or enter games at home.

XII. CCYHL RULES REGARDING NUMBER OF GAMES

PLEASE NOTE: Make sure your team does not go over the total number of games (this includes any non-league games). If you do go over the game count, your team will be disqualified from playoffs, state championships, etc. and your head coach will be suspended for up to a year.

Squirt "AA" will be able to leave the state two times per season. They will play up to a total of 40 games per season total; this includes tournaments and formal non-league games.

Squirt "A" will be able to leave the state only once per season. They will play up to a total of 40 games per season total; this includes tournaments and formal non-league games.

Squirt "B" LHA does not allow Squirt B Teams to leave the state unless they qualify for Silver Sticks, they will play up to a total of 40 games per season total; this includes tournaments and formal non-league games.

Pee Wee "AA" will be able to leave the state only twice per season. They will play up to a total of 45 games per season total; this includes tournaments and formal non-league games.

Pee Wee "A" will be able to leave the state only once per season. They will play up to a total of 45 games per season total; this includes tournaments and formal non-league games.

Pee Wee "B" will be able to leave the state only once per season. They will play up to a total of 45 games per season total; this includes tournaments and formal non-league games.



Bantam "AA" has no travel restrictions or game count restrictions.

Bantam "A" will be able to leave the state three times per season. They will play up to a total of 50 games per season total; this includes tournaments, and formal non-league games.

Bantam "B" will be able to leave the state only once per season. They will play up to a total of 50 games per season total; this includes tournaments and formal non-league games.

Tournaments considered "qualifiers", i.e. Silver Sticks, and playoffs will not to be included in the total number of games per season total. Consequence for not following the rules will be the suspension of the head coach for up to a year. The one-year suspension will begin at the completion of the team's year end. The year-end season is defined as being completed at the conclusion of all CCYHL events and all tournament playoff games for that team. If a team wins a qualifier (Silver Sticks or Quebec Qualifier), those out of state trips do not count against your team's travel. Tournaments will count as a max of 4 games against your game count.

The LHA Scheduler is responsible for scheduling Referees for all Home CCYHL League games.

XIII. NON-LEAGUE / NON-TOURNAMENT GAMES

If your coach would like you to set up a non-league with another team, you will need to do the following:

- Contact Brian TenEyck to schedule the ice or if you are using your team's practice time let him know that you have schedule a game and locker rooms will be assigned. He will change the calendar to show that this is a "scrimmage" and not a practice.
- Contact the Brian TenEyck to schedule referees. If you schedule referees for a non-league game, you are responsible for setting up the refs and paying the fees directly to LHA. These fees range from \$48 to \$150 per game depending on the level. When setting up a non-league game with another team, make sure you have communicated to that team who is responsible for paying for the ice and refs. Usually, if you invite a team over to play on your ice, the away team would pay for the referees, unless that team is going to reciprocate and invite your team to play at their rink.
- Remember to add your non-league as part of your allotted games for the CCYHL season. Non-league games do go towards your team game count.
- Contact Brian TenEyck to have the non-league game set up in Sport NGIN as soon as you have the confirmation.

XIV. TOURNAMENTS

Tournaments are selected at the beginning of the season and usually the coach chooses the tournaments. Since entry fees are typically paid with the applications, funds will need to be available at the start of the season. It is also recommended that any travel arrangements - air, car/van, and hotel reservations - be made as early as possible. The team may wish to have a "travel person" designated to coordinate these arrangements. Please be aware that your Coach may wish to have the team arrive a day early for a tournament and may wish to schedule additional ice time at the tournament site.

As soon as tournaments have been selected the manager MUST:

- Notify the LHA scheduler of the dates (including travel days) the team will be away and therefore not available for league games or practice times
- Go to the Tournament's webpage and apply for tournament. The best way to apply for a tournament is to fill out the application online. Make sure you get a confirmation email that states they have received the application so that you proof of registration
- If the tournament is outside of Colorado, you must apply for a CAHA Team Travel Permit from the CAHA Registrar. If the tournament is in Canada the manager must apply for a CAHA Travel Permit and a USA Hockey Travel permit. If the tournament is outside of the US and Canada the manager must apply for a CAHA Travel Permit and an International Competition Permit from USA Hockey. At least 30 days are required for USA Hockey Travel Permits and 90 days for International Permits. Please log online to the CAHA website: <http://www.caha.co/page/show/2042844-managers-corner> to apply for a travel permit

XV. PLAYOFFS



CAHA conducts state playoffs only for those classifications for which USA Hockey conducts a National Championship Tournament, among them are:

- Youth 18 or Under – Tier II (Midget Major)
- 16 or Under – Tier II (Midget Minor)
- 14 or Under – Tier II (Bantam)

Tier II teams are eligible for CAHA's Tier II State Playoffs and USA Hockey's Regional and National Championship Tournaments. All other Travel and Recreational LHA teams are eligible for league playoffs and the CAHA end of season tournament.

XVI. SPECTATORS & CHILDREN

Please remind your parents that NO CHILDREN or parents are to be in the following areas during practice, scrimmages, games or tournaments (except assigned Minor Officials):

- Both Home and Away Benches
- Both penalty boxes
- Score box
- Locker rooms (except for U8 locker rooms when a coach is present – one parent may assist their player in the locker room)
- Spectators should be in the viewing stands only!

XVII. CONFLICT RESOLUTION

The Coach runs the team. Parents do not. The Team Manager works for the coach. Although team functions are usually divided as follows, most coaches and team managers consult frequently with each other.

- Coach – Coaching, competition and player development
- Team Manager – Communication, bookkeeping, fundraising, social events, team travel arrangements and minor official staffing, SafeSport

Should a misunderstanding arise, it is suggested that the aggrieved parties deal directly with each other, after a 24-hour cooling off period. If it is a coaching issue, the coach should resolve it. The Team Manager should not try to explain coaching issues unless asked to do so by the coach. Likewise, manager issues must be resolved by the manager. Both should act in the best interests of the entire team. The coach holds the final responsibility for the team and may appoint another manager if necessary.

If the conflict is not resolved, or if assistance is needed, the following LHA officials may be contacted in this order:

- Hockey Director
- HOC Representative
- HOC (Hockey Operations Committee)
- Board of Directors

XVIII. ACCIDENT & INSURANCE REPORTS/MISCELLANIOUS FORMS

In the case of an accident, a report must be submitted immediately following the incident or injury to the HOC Director. The injury or incident reports are located on our webpage under "Manager's Corner". If the family needs the USA Hockey Insurance paperwork, please contact Beth Lindemann at registrar@littletonhockey.org.

The following forms may be requested from you at any time during the season or that you may need to fill out. They are the Grievance Report, Injury Report, Incident Report and Praise and Thanks. These will be posted on the LHA website under "documents" if you need to print them off.

XIX. COACHES STIPEND

Coaches will be reimbursed as follows:

TIER TEAM – U18 AA, U16 AA, U15AA & Bantam AA

The team is responsible for reimbursement of up to three coaches when the team travels outside of League play, including:

- Roundtrip airfare if the majority of the team is flying



- Individual double occupancy hotel rooms for each coach
- One vehicle rental
- Per Diem of \$30.00 per day per coach
- If a team meal is organized, the coaches are included

REC TEAMS - A, B, and Pee wee AA and Squirt AA

The team is responsible for reimbursement for three non-dad coaches or two parent coaches when traveling outside of League play, including:

- Roundtrip airfare if the majority of the team is flying
- Individual double occupancy hotel rooms for each coach
- One vehicle rental
- A per diem of \$30.00 per coach per day
- If a team meal is organized, the coaches are included

XX. TEAM MANAGERS STIPEND

- Managers of Squirt Travel, Pee wee Travel, Bantam A/B and Minor A teams will receive a one-time payment \$250.00 to be funded from the team account **at the completion of the season**. Payment is to be shared equally among all players on the team.
- Managers of all Tier II Teams (Boys/Girls). Instead, their airfare, hotel and transportation are covered by the team's fees paid to the team account.
- Managers of Rec and U8 Teams do not receive a stipend.

If a manager intends to take the manager stipend, it must be made known at the start of the season and entered into the budget by the Treasurer. The manager may not choose to take the stipend at the end of the season, causing an increase in team fees for each individual player.

XXI. FINANCIAL GUIDELINES

LHA prohibits bank accounts outside the control of the LHA Treasurer for any team. Such accounts may jeopardize LHA's non-profit status.

Important Contact Information:

- LHA Treasurer – Karin Schamberger – treasurer@littletonhockey.org
- LHA Bookkeeper – Andrea Ramelow – alraccounting@live.com

1. LHA TEAM ACCOUNTING – TEAM LEVEL

- Each team has a bank account (U8's will have two, AB, CD). LHA's banking relationship exists with 1st Bank – Your team account has already been setup prior to the manager meeting. LHA's Treasurer will have all the information for you. You can make deposits at any 1st Bank.
- Teams will be issued a debit card for manager and treasurer (and head coach optional)
- Team Treasurer will be issued 'treasurers' kit containing:
 - Checks, sample team-accounting spreadsheet
- Debit cards are to be used for all transactions
- Team treasurer will maintain team spreadsheet—stay on top of it
- Team treasurer will collect funds
- Team treasurer will be responsible for the financial activities of the team
- Team treasurer will be responsible to keep track of ice usage and compare at season end any differences that need to be reconciled
- Treasurer will reconcile with bank balance monthly and email to LHA's Bookkeeper on the 10th of every month the Team Accounting Spreadsheet with the Summary page complete. Team budgets must be emailed monthly to the team
- Expense classifications
- Tourney Registration, Travel, Team Entertainment, Team Meals, Ice Assessment, Uniform Expense, Pucks, Fundraising (revenue)
- At end of season: All accounting packages must be returned to LHA's Bookkeeper with unused checks and receipts from season

2. LHA TEAM ACCOUNTING – HOW IT WORKS

- LHA Team Accounting—LHA Organization level
- Team bank accounts are established by LHA
- Margie Kreutz will be signer on each team account
- Each team account will be established in QuickBooks
- Financial activity from the team will be entered in via adjusting journal entry from the team treasurer's monthly account summary



- Directly to the team account
- Directly into the correct expenditure category
- Debit card charges are mostly self-explanatory
- Check amounts or payee will indicate how to classify
- Team will be provided a monthly ice usage report
- When teams are invoiced from LHA for Jersey's, ice asses, etc. LHA will give the team approx. 30 days to reconcile any differences and LHA will transfer the funds from the team account to LHA account
- Accounts will be zeroed out at years end, but will remain open for next season

3. LHA PLAYER FINANCIAL RESPONSIBILITY

- Expenses incurred by a travel team are team expenses and therefore the responsibility of all team Members. In addition, a player not participating in a tournament, home or away, is still responsible for the fees associated with the team's participation, i.e., Tournament Registration fee, coaches' expenses, etc. This does not include team meals, entertainment, etc.
- It is recommended that all AA, A, and B Teams at all levels below Bantam collect \$600 per family at the beginning of the season.
- Additional funds may need to be collected over the course of the season based on your overall season budget

4. LHA TEAM ACCOUNTING – ICE ASSESSMENT

- LHA Ice Assessment Process
- Actual ice usage was used to set the season budget AND cost included in registration fee (refer to the spreadsheet to see budget hours)
- Includes practice and home games
- If your team advances to the USA Hockey Nationals, LHA may help off-set the additional ice cost up to a certain number of hours
- It is still possible exhaust budget hours resulting in ICE ASSESSEMENT at the end of the season
- Mid-season ice assessment MIGHT occur if usage trend shows overage
- Schedule Max Reconciliation
- Teams will be provided a report of actual ice usage each month by email
- Treasurer needs to reconcile actual ice usage as compared to Schedule Max each month
- Brian TenEyck contact for all scheduling issues

5. TEAM ICE HOURS

- Major AA U18 – 85 hours
- Minor AA U16 – 85 hours
- Minor U15AA – 85 hours
- Girls U19AA – 65 hours
- Midget CPHL – 36 hours
- Midget Rec – 27 hours
- Bantam AA – 80 hours
- Girls U14AA – 65 hours
- Bantam A – 65 hours
- Bantam B – 60 hours
- Bantam Rec – 27 hours
- Peewee AA – 60 hours
- Peewee A – 55 hours
- Peewee B – 50 hours
- Peewee Rec – 27 hours
- Squirt AA– 60 hours
- Squirt A – 55 hours
- Squirt B – 50 hours
- Squirt Rec – 27 hours

Thank you for taking on such an important part of the team! If you have any questions regarding the accounting, please contact LHA's Treasurer at treasurer@littletonhockey.org

XXII. FUNDRAISING GUIDELINES



FUNDRAISING COORDINATOR

Our Fundraising Coordinators are Jolene Laughlin and Alisa Messina. You can email her at fundraising@littletonhockey.org. Jolene and Alisa are excellent sources for team fundraising ideas. All funds are to be provided to the fundraising coordinator after the program is complete.

1. PHILOSOPHY

We encourage teams to participate in fundraising throughout the year. It is recognized that the funds raised are to be used for the betterment of the team and Littleton Hockey Association ("LHA"). When raising funds, members are also representing LHA and are encouraged to project a positive image of the LHA. All fundraising activities must adhere to these "Fundraising Guidelines".

2. GUIDELINES

- Direct public support can be requested for the purpose of fundraising;
- All fundraising activities must be discussed and approved by the majority of parents;
- All fundraising activities must receive prior approval by the Fundraising Coordinator;
- All monetary transactions relating to fundraising are to be documented in accordance with basic accounting principles and are subject to review;
- Teams may join with other teams to collectively hold fundraising activities;

3. USE OF FUNDS

Teams use funds for the following purposes:

- Tournament registration fees
- Team apparel, equipment bags
- Coaching and Trainer supplies
- Travel expenses for recognized coaching staff;
- Team meals
- Costs for year-end banquets, trophies and awards

4. OTHER FUNDRAISING ACTIVITIES

- Teams wishing to use funds for anything not listed in item 3, must receive permission from the LHA Fundraising Chairperson.

5. APPROVALS AND REPORTING

- All requests for fundraising must be submitted to the Fundraising Coordinator by completing **the Fundraising Request Form** locate on the website at least 14 days prior to the event;
- A full accounting of each fundraising event is required to be submitted to the Fundraising Coordinator on the prescribed form within 14 days after substantial completion of the event;

6. LHA SPONSORS

- LHA actively raises funds as an Association. As a result, businesses and organizations have sponsored the Association as a whole. Teams are not to approach business or organizations that have sponsored the Association without approval. Visit the LHA website for a list of LHA sponsors.

7. LHA EVENTS

- All LHA members are encouraged to participate in LHA fundraising events;
- Teams are encouraged not to make commitments in conflict with LHA fundraising events;

8. REVIEWS

- All fundraising activities are subject to review by LHA;
- The LHA Fundraising Coordinator or Board may review fundraising activities at the request of team parents;

9. PROPERTY OF LHA

- All monies raised through fundraising are the property of the LHA and shall be promptly paid over to LHA. **DO NOT DEPOSIT THE FUNDS IN YOUR TEAM ACCOUNT.** LHA will then disburse funds to the Team for the Team account;
- 15% of funds derived from fundraising activities will be held by the Littleton Hockey Association



10. EXTENDED FUNDS

- Teams are not permitted to carry over funds to the next season

11. LIABILITY

- LHA shall not be held liable for any violation of this policy or any acts or omissions of the Team while performing fundraising activities;
- The individual Team shall be responsible for any losses or damages caused by their fundraising activities;

12. COMPLIANCE WITH HANDBOOK

- All fundraising activities are subject to the LHA Member Handbook and code of conduct;

XXIII. SEASON END

1. EQUIPMENT COLLECTION

At the end of the season, the Team Manager must collect the following:

- **Water Bottle Carriers** – We do not need the water bottles
- **Puck Bags**

2. TEAM FINANCES

The final reconciliation ice bill will arrive in March. Your team may receive a balance due based on the number of hours of ice used over your allotted hours during the season. Before collecting the last of the team fees, be sure to check with the Coach to see if he/she may add more ice time to prepare for playoffs.

Once all the expenses for the team have been paid and you have reconciled with the bank, your Treasurer can provide a final account statement, along with a refund check (if any) to each player's family. You may be able to have all of this reconciled by the team party and have the checks ready to go there. If not, you can mail them to each of the player's homes.

XXIV. SUMMARY

The Team Manager's role is key to the success of the team's season. The ability to communicate and work well with others, while maintaining a fair outlook are important attributes to have to perform your duties as Team Manager. This Manager's Manual may seem overwhelming as you read through it, but please realize that you have the support of your team through delegation. Focus on the organizing, planning and overseeing of the many of these duties and you will have a successful season.

LHA would like to THANK YOU and we really appreciate you stepping up and taking on the Manager role and if you ever have any questions or need any assistance during your season, we are here to support you!

If you have any suggestions or feedback on the contents of the LHA Manager's manual, please email Beth Lindemann at registrar@littletonhockey.org